

# CM/ECF Update

United States Bankruptcy Court for the District of Minnesota

A new approach to information management  
[www.mnb.uscourts.gov](http://www.mnb.uscourts.gov)



September 2005

## Conversion to CM/ECF October 27

The U.S. Bankruptcy Court is scheduled to “go live” with the new case management/electronic case filing (CM/ECF) system October 27, 2005. The Court will shut down access to its ERS filing system at 12:01 a.m. on Monday, October 17, to begin the conversion process. **During that time the case filing and case search features will not be available.** Other information will be available on the web site.

Attorneys will receive an email when the system has been converted and a notice will also be posted on the web site.

### Emergency Filing Procedures

Attorneys are encouraged to submit all necessary filings before October 17. Emergency paper and diskette filings will be accepted in the clerk's office during regular business hours while the conversion is underway. Arrangements to file by email can be made by contacting the clerk's office for instructions.



### Test Filings Required to File in CM/ECF

**Attorneys are required to submit two test filings to the Court for certification to file in CM/ECF.**

- Click on *CM/ECF Certification, Training, and Test Filings* button on home page ([www.mnb.uscourts.gov](http://www.mnb.uscourts.gov)).
- At prompt screen, enter ERS user name (AXXX or BXXX) and ERS password (lower case).
- If not already registered for CM/ECF, click *Attorney Registration* on main menu.

Review and update personal information (address, telephone, email address). Click *Save changes* button. Register self and/or staff for training.

- Click *Sign up for Training Classes* to register for classes online, if training is needed.
- Click *Get CM/ECF Password*.
- Click *CM/ECF Test Filing* for test filing instructions, sample documents and test case, monitor name, and Pacer hyperlink.
- Click *Log into CM/ECF* to submit test filings.
- **Test filings must be completed to become certified in CM/ECF.**

### Internet Explorer for Credit Card Payment

Effective August 28 all CM/ECF users making fee payments by credit card through Pay.gov must use Internet Explorer 5.5 or higher as their browser. This is the **only** browser supported by the most recent version of the U.S. Treasury's Pay.gov system.

### Bankruptcy Institute Program

The Clerk's office will present two programs relating to the CM/ECF conversion and the new Bankruptcy Reform legislation at the Bankruptcy Institute on September 13. A noon luncheon program on electronic filing tips will be presented for paralegals and legal secretaries. An afternoon program at 1:15 will discuss the CM/ECF conversion schedule, test filings and certification procedures, training, differences between ERS and CM/ECF, credit card payment and Pacer, and highlights of the Bankruptcy Reform Act.

## CM/ECF Training

Several CM/ECF training options are available.

### On-line training

Links to computer based training can be found on the Court's home page at the **CM/ECF** button at the top of the page.



- ECF 101 - an interactive training tool which provides an overview of CM/ECF.
- Computer-based training modules. More comprehensive than the ECF 101, these CBTs include:
  - File management (2 CBTs)
  - Adversary opening
  - An introduction to CM/ECF
  - Bankruptcy case closing
  - Converting document to pdf
  - Filing a motion
  - Filing an answer to complaint
  - Filing an objection to motion
  - Filing proofs of claim
  - Logging in
  - Queries
  - Setting up automatic email notification
  - Uploading a creditor matrix

Each CBT includes a detailed description of the process as well as a quiz. *The CBTs should be used as a general guide only, since the CM/ECF system in Minnesota has been enhanced.*

- All training materials used in the hands-on training sessions.

### Hands-on training

Two-hour hands-on training at the Minneapolis courthouse. Class registration is available online at *CM/ECF Certification, Training, and Test Filings* on the Court's home page. Training is open to attorneys and staff.

**October 7 is the last day the CM/ECF hands-on training class will be held before the conversion. Training will resume in November.**

## Post Conversion

Once the system has been converted attorneys should log in to CM/ECF using their ERS user name (AXXX or BXXX) and their new CM/ECF password.

- Click *Utilities* at the top of the page.
- Click *Maintain your ECF Account*.
- Review and update user information.
- Click *Email* button at the bottom of the page.
- Enter primary email address to which electronic notice should be sent. Add any additional email addresses to which notices should be sent.
- Attorneys automatically receive notice of any docket activity in cases in which their clients are parties. Attorneys can also select to receive notice in other cases and can enter the case numbers on this form.
- Choose to receive a notice after each filing or a daily summary with a hyperlink to the docket. This selection can be changed at any time.
- Choose html or text format notice.
- Return to *Maintain User Account* page and click *More User Information* to change CM/ECF password.

## St. Paul 341 Meeting Location Changed

Meetings of creditors in St. Paul cases will be held in the current location in the federal building on Robert Street through **Thursday, September 22**. Meetings scheduled for **Monday, September 26 and thereafter** will be held at the First Trust Building located at 180 East Fifth Street, Suite 680, St. Paul, MN 55101.

## Adversary Filing Fee Increase

The adversary proceeding filing fee will increase to \$250.00 on September 20, 2005.



**D**on't hide!

**Submit your test filings TODAY!**